

## March 28, 2017 Library Board Meeting

### Enclosed:

- ❖ Agenda
- ❖ Draft Minutes of Tuesday, February 28, 2017, regular meeting – action item on agenda #3
- ❖ Public Postings for Library Board
- ❖ Gift Fund Claims February / March 2017 - consent calendar on agenda #4
  - Gift Fund Expenditures Report FY1617, dated 3/23/17
- ❖ Budget Summary/Budget Performance, 2/28/17, discussion item on agenda #5
- ❖ Director's Monthly Report, March 2017, discussion item on agenda #11 (to be handed out at meeting)
- ❖ Library operations items:
  - Press Releases
  - Newspapers & some articles of interest
  - Misc (PublicFAX24)

Minden Branch:  
1625 Library Lane  
Minden, NV 89423  
P: 775.782.9841  
F: 775.782.5754



Lake Tahoe Branch:  
233 Warrior Way  
Zephyr Cove, NV 89448  
P: 775.588.6411  
F: 775.588.6464

P.O. Box 337 • Minden, NV 89423

douglas.lib.nv.us

March 22, 2017

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **March 28, 2017** in the Pine Nut Room of the Minden Library, 1625 Library Lane, Minden, NV. Below is an agenda of all items scheduled to be considered. All items **For Possible Action** will include a Public Comment period.

## AGENDA

1. Public comments and discussion.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment will not be taken as a public hearing is not legally required.

No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If you wish to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment.

2. For possible action. Approval of proposed agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. For possible action. Approval of the minutes of the February 28, 2017 regular meeting.

4. Consent Calendar.

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting. Motion to approve the Consent Calendar, item 4a.

- a. For possible action. Approval of Gift fund claims
  - i. February/March 2017

5. Review of Budget Performance Report summary and Gift Fund summary [Discussion]
  - a. 2/28/2017
6. List of evaluations completed.
  - a. Bates
  - b. Munson
7. Review of Library FY17-18 tentative budget, Douglas County Budget Process, and dates for the FY 2017-18 Budget Hearings [Discussion]
  - a. Budget Hearings – March 27-30 and May 1-2, 2017
  - b. Library Budget Presentation – March 30
8. For possible action. Review and update of proposed changes to Work Week and Holidays Policy.
9. Update on submitted grant application [Discussion]
  - a. DCPL Smallwood Foundation grant application - \$20,593 for Bookmobile materials
10. Update on library-related legislation in Nevada [Discussion]
  - a. Nevada Library Legislative Day, Wednesday, April 12, 2017
  - b. SB115: *revises provisions concerning the prohibition against carrying or possessing certain weapons while on certain property.* This bill was passed by the Senate, and sent to the Assembly
  - c. SB143: *requires each public school in a school district to establish and maintain a school library.* This bill has been referred to the Committee on Education
11. Monthly Report. [Discussion]
  - a. Friends / Foundation
    - i. Friends Board Monthly Meeting – April 11, 2017
    - ii. Foundation Fundraising Committee Meeting – March 29, 2017
    - iii. Foundation Meeting – May 10, 2017
  - b. Completed Library Programs
  - c. Current / Planned Library Programs
  - d. Usage statistics
  - e. Facility work
12. Public comments and discussion.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment will not be taken as a public hearing is not legally required.

No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

13. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted on or before 10:00 am on the third working day before the meeting at the following locations:

Douglas County Libraries, Minden and Zephyr Cove  
Douglas County Courthouse  
Minden Post Office  
Zephyr Cove Post Office  
<http://douglas.lib.nv.us>  
<https://notice.nv.gov>

Supporting material for the meeting is available at the Circulation Desk, Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Kathy Munson, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[kmunson@douglas.lib.nv.us](mailto:kmunson@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate handicapped persons desiring to attend the meeting. Please contact Amy Dodson at 782-9841 before March 28, 2017 for arrangements.

**UNAPPROVED  
LIBRARY BOARD MINUTES  
February 28, 2017**

**ATTENDEES**

**Library Board Members:** Melanie Boudreau, Chairperson, Deborah Blackman, Vice Chairperson, Charles Wolle, Bonnie Rogers, and Mark Jensen.

**County and Library Staff:** Amy Dodson, Linda Wilson and Kathy Munson. Kathy Munson took the minutes.

**THE MEETING CONVENED AT 10:00 A.M.**

**1. PUBLIC COMMENTS AND DISCUSSION [Discussion]**

Melanie Boudreau asked for public comment or discussion. There was no public comment. Public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA [Action]**

Bonnie Rogers made a motion to approve the agenda as presented. Mark Jensen made a second. Melanie Boudreau asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**3. APPROVAL OF THE MINUTES OF THE JANUARY 24, 2017, REGULAR MEETING [Action]**

Charles Wolle made a motion to approve the minutes as presented. Bonnie Rogers made a second. Melanie Boudreau asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**4. CONSENT CALENDAR [Action]**

Items on the Consent Calendar are as follows:

a. Gift fund claims January / February 2017

\*DoCoProcurement/MP    Make & Take Holiday Crafts  
Program supplies

01355

\$ 45.63

DoCoProcurement/KM	Employee Recognition Gift cards for On-The-Spot awards	01357	\$ 85.00
*Petty Cash/AD	Frosting the Snowman at DLT Program supplies	01378	\$ 37.13
Petty Cash/AD	Employee Recognition event Maggie Rusmisl retirement	01378	\$ 16.19
Petty Cash/AD	Staff Meeting refreshments	01378	\$ 13.92
*Petty Cash/AD	TAB Mtg refreshments	01378	\$ 23.71
*Petty Cash/AD	Saturday Cinema Refreshments	01378	\$ 39.42
*Petty Cash/AD	Alice in Wonderland Tea Party Program supplies	01378	\$ 23.36
*Petty Cash/AD	Alice in Wonderland Tea Party Program supplies	01378	\$ 15.18
*Petty Cash/AD	Saturday Cinema Program supplies (rubber stamp)	01400	\$ 23.78
Petty Cash/AD	Employee Recognition Staff birthday	01400	\$ 11.47
Petty Cash/AD	Employee Recognition event Valentines Pizza Party	01400	\$ 20.95
*DoCoProcure/MP	2 <sup>nd</sup> Grade Project Program supplies	01404	\$ 46.37
*DoCoProcure/MP	Alice in Wonderland Tea Party Program supplies	01404	\$ 82.37
*Amazon	Saturday Cinema Movie DVDs	01409	\$ 38.96

**\*Funding by Friends of the Library**

Charles Wolle made a motion to approve all items on the Consent Calendar. Deborah Blackman made a second. Melanie Boudreau asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**5. REVIEW OF DOUGLAS COUNTY BUDGET PROCESS AND DEADLINES FOR  
FY 2017-18 BUDGET [Discussion]**

Amy Dodson indicated that the process this year is similar as in years past, in that a set of deadlines is established and then departmental budgets, tentative and final, go to the County Commissioners for consideration.

Budget presentations will be conducted a little differently. Each director will present their own budget using a template that is identical for every department. In past years, the Finance Manager did all departments' budgets from start to finish.

a. Deadline for supplemental requests – February 24, 2017

This is the first deadline. It is this Friday and covers supplemental requests. Mark Jensen asked for confirmation that these would be items outside the routine and not funded by usual budget funding. Amy responded yes, adding that the library does not have any to submit this fiscal year.

b. Submission of Department tentative budget – March 3, 2017

Trustee Mark Jensen asked about the Room Tax Fund and if the amount the County gives to the library is an estimate for the year to come. Amy responded that it's a projected budget amount which is deposited into our account. Department directors distribute the funds throughout their various budget line items.

We get most of our funding from the Room Tax Fund and a quarter of one (1) percent from the PALS tax (Parks, Airport, Library, Seniors).

Amy stated she would bring the tentative budget to the Board of Trustees at next month's Board meeting.

c. Submission of Capital Improvement Budget – March 3, 2017

d. Budget Hearings – March 27-31 and May 1 & 2, 2017

**6. REVIEW AND UPDATE OF PROPOSED CHANGES TO WORK WEEK AND HOLIDAYS POLICY [Action]**

Amy Dodson indicated this item was on last month's agenda but was postponed for further research of appropriate language. Amy stated she will work with the District Attorney on a final draft but hasn't been able to meet with him yet. She asked the Board of Trustees to table this item.

Charles Wolle moved to table this item until the next Board meeting in March. Deborah Blackman made a second. Melanie Boudreau asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**7. REVIEW OF BUDGET PERFORMANCE REPORT AND GIFT FUND SUMMARY [Discussion]**

a. 1/31/17

At this point in the fiscal year, we are at 50% used in Salaries & Wages, 46% used in Benefits, and 64% in Services & Supplies. Though Services & Supplies may appear

somewhat over budget, recent augments have not been applied as of the date of this particular report.

Melanie Boudreau asked about the augments. Amy indicated they were for unused funds from last fiscal year's Room Tax Fund ending balance. Once those are applied to this year's budget, the amount of budget used will decrease significantly.

#### Gift Fund Summary – 1/31/17

Revenue YTD	\$24,870.74
Expenditures YTD	(\$26,766.20)
Fund Balance YTD	\$ 1,895.46

### 8. MONTHLY REPORT [Discussion]

The monthly report is attached and made part of these minutes.

#### **NON AGENDA ITEM – Nevada State Library, Library Trustee Information and Training**

Amy Dodson passed out a document from the Nevada State Library website. This is a resource for online training for trustees to help them fulfill their role as library trustees. Amy indicated she can obtain a log-in for any trustee who is interested in learning more and taking the training classes.

#### **NON AGENDA ITEM - Douglas County strategic plan survey question results dated 2/3/17**

Bonnie Rogers expressed concern about an item on Page 5 of the document under “A Few Conclusions” where it displayed the following options from which to choose: “Lessen Current Efforts”, “Maintain Current Efforts”, “Increase Current Efforts, and “Significantly Increase Efforts”. The result showed that 14.1% of those surveyed responded that the County should “lessen current efforts” in recreation and library services. This figure was listed as the majority of respondents, when in fact 58.4% (the majority) responded that the County should “maintain current efforts”. Bonnie pointed out that this conclusion is incorrect. Amy Dodson stated she contacted the County Manager, Larry Werner, and Lisa Granahan, about the mistake. Mark Jensen asked how much weight the County Commissioners give the results. Amy replied she would find out and let the Trustees know.

Mark Jensen also asked Amy if survey results are useful during budget preparation. Amy indicated they were and that she takes them into consideration, however, the library's budget is different than General Fund departments. We participate in the county's procedural requirements but Library Trustees have more authority granted by NRS. Because of that, we use our own Long Range Plan goals and objectives as a guide for budget making decisions.

Bonnie recalled that the last time the County updated the Strategic Plan, they used the same process as they are currently using and made decisions as to where funding would be allocated. As well, during Priority Based Budgeting in 2012, the consultant didn't put library services in the plan. She would like to see this changed before this update goes to the County Commissioners.



Amy Dodson added that the plan is reviewed every two years and this time the library and its services are included in the update.

## **9. PUBLIC COMMENTS AND DISCUSSION [Discussion]**

Melanie Boudreau asked for public comment.

Charles Wolle reported that he attended the Library Foundation meeting on February 15, 2017. They are revving up their fund raising activities, have created a fund raising committee, and are planning an event at a local berry farm in August which will include a performer. You may see advertisements posted around the county. It's going to be a fun event according to the committee members.

There being no further public comment or discussion, public comment was closed.

## **10. ADJOURNMENT**

There was no further action or discussion. The meeting adjourned at 10:50 a.m.

km

## **DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the months of April / May 2017. At these meetings, the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Friends of the Library	4/10/17	4:00 PM	Minden Library
Second Wednesday Book Group	4/12/17	5:00 PM	Minden Library
Nevada Library Legislative Day	4/12/17	All Day	Nevada State Legislature
Friends Annual Spring Book Sale	4/20-23/2017	4:00 PM	CVIC Hall
Volunteer Reception	4/28/17	2:30-4:0 PM	Minden Library
Second Wednesday Book Group	4/26/17	5:00 PM	Minden Library
Friends of the Library	5/8/17	4:00 PM	Minden Library
Library Foundation Meeting	5/10/17	10:30 AM	Minden Library
Second Wednesday Book Group	5/10/17	5:00 PM	Minden Library

This notice was posted at the following locations prior to meeting days:

Douglas County Libraries - Minden and Zephyr Cove  
Douglas County Courthouse  
Minden Post Office  
Zephyr Cove Post Office

Gift Fund Claims  
February / March 2017

Petty Cash/AD	Employee Recognition event Valentines Pizza Party	01407	\$ 52.93
Petty Cash/AD	Staff Meeting 2/14/17 Refreshments	01407	\$ 24.59
*Scholastic, Inc.	2017 SRP prizes (books)	01413	\$2,023.50
*Petty Cash/AD	Saturday Cinema @ Library Refreshments	01417	\$ 7.98
Petty Cash/AD	Employee Recognition Staff birthday event	01417	\$ 12.47
School Outfitters	Lobby renovation project Malkmus donation	01423	\$ 380.94
Demco	Lobby renovation project Malkmus donation	01424	\$ 335.40
*DoCoProcurement/KM	Saturday Cinema @ Library	01435	\$ 55.91
*DoCoProcurement/MP	Valentines Make & Take program 2/11/17	01436	\$ 16.00
*DoCoProcurement/MP	TAB Meeting 2/8/17 Pizza and refreshments	01436	\$ 41.29
The Library Store	Lobby renovation project Malkmus donation	01439	\$ 702.95
*Amazon.com	Saturday Cinema @ Library DVDs	01455	\$ 30.19

\*Funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 16-17

3/23/2017

Vendor	Date	Programs	Materials	All Others	Notes
Amy Dodson- Petty Cash	7/12/2016			15.34	ERC frozen treats
Amy Dodson- Petty Cash	8/2/2016			13.98	ERC Birthday treats
Amy Dodson- Petty Cash	8/4/2016			17.97	Staff Meeting snacks
DoCo Procurement/KM	8/5/2016			205.00	ERC gift cards
DoCo Public Library Foundation	8/15/2016			2,000.00	Owed to Foundation (James Turner dono 7/25/16)
Amy Dodson- Petty Cash	8/23/2016			15.38	Staff Meeting snacks
Amy Dodson- Petty Cash	9/2/2016			11.97	ERC Birthday treats
Amy Dodson- Petty Cash	9/27/2016			15.00	Staff Meeting snacks
Amy Dodson- Petty Cash	9/27/2016			13.28	ERC Birthday treats
AdPlus	10/14/2016			1,101.92	Staff and Trustees library shirts
Baker & Taylor	10/20/2016		27.27		Library Materials
Amy Dodson- Petty Cash	10/25/2016			7.76	ERC Welcome Party; new librarians reception
Amy Dodson- Petty Cash	10/25/2016			16.40	Staff Meeting snacks
Amy Dodson- Petty Cash	10/25/2016			46.12	New librarians' reception
Recorded Books	11/8/2016		4,000.00		Library Materials (eAudio Adult Subscription, FOL sponsored)
DoCo Procurement/MP	11/9/2016	289.86			Halloween Party, FOL sponsored; New librarians' reception
Amy Dodson- Petty Cash	11/8/2016			11.98	New librarians' reception
Demco	12/13/2016			153.36	2nd Grade Project (FOL sponsored)
Amy Dodson- Petty Cash	12/13/2016			17.97	ERC Birthday treats
Amy Dodson- Petty Cash	12/13/2016	15.00			Make and Take Holiday Crafts (FOL sponsored)
Amy Dodson- Petty Cash	12/13/2016			110.88	ERC Birthday; Cozy Crafts & Cocoa
Amy Dodson- Petty Cash	12/14/2016			16.74	Staff Meeting snacks
Amy Dodson- Petty Cash	12/14/2016			15.05	ERC Cozy Crafts & Cocoa
Sierra Nevada Media Group	12/13/2016	303.00			Local Author Night 10/5/16 ads (FOL sponsored)
DoCo Public Library Foundation	12/13/2016			2,000.00	Owed to Foundation (James Turner dono 12/6/16)
DoCo Procurement/MP	12/15/2017	383.77			Fall booksale expenses; Winter Lego Challenge (FOL sponsored)
DoCo Procurement/MP	1/10/2017	45.63			Make and Take Holiday Crafts (FOL sponsored)
Amy Dodson- Petty Cash	1/25/2017	37.13			Frosting the Snowman @ DLT (FOL sponsored)
Amy Dodson- Petty Cash	1/25/2017			16.19	ERC snacks for farewell to M. Rusmisl
Amy Dodson- Petty Cash	1/25/2017			13.92	Staff Meeting snacks
Amy Dodson- Petty Cash	1/25/2017	23.71			TAB Mtg (FOL sponsored)
Amy Dodson- Petty Cash	1/25/2017	39.42			Saturday Cinema refreshments (FOL sponsored)
Amy Dodson- Petty Cash	1/25/2017	23.36			Alice in Wonderland Tea Party (FOL sponsored)
Amy Dodson- Petty Cash	1/25/2017	15.18			Alice in Wonderland Tea Party (FOL sponsored)
DoCo Procurement/KM	1/10/2017			85.00	ERC staff gift cards
DoCo Procurement/MP	2/16/2017	128.74			2nd Grade Project \$46.37, Alice in Wrlld 1/21/17 \$82.37 (FOL sponsored)
Amy Dodson- Petty Cash	2/14/2017	23.78			Saturday Cinema at the Library, rubber stamp (FOL sponsored)
Amy Dodson- Petty Cash	2/14/2017			11.47	ERC Birthday treats
Amy Dodson- Petty Cash	2/14/2017			20.95	ERC event for staff (Valentines pizza lunch 2/14)
Amazon	2/22/2017	38.96			Saturday Cinema (FOL sponsored)
Amy Dodson- Petty Cash	2/27/2017	7.98			Saturday Cinema (FOL sponsored)
Amy Dodson- Petty Cash	2/27/2017			12.47	ERC birthday treats
Amy Dodson- Petty Cash	2/21/2017			52.93	ERC staff event (Valentines Pizza Party)
Amy Dodson- Petty Cash	2/21/2017			24.59	ERC staff mtg snacks
Scholastic Inc.	2/27/2017	2,023.50			2017 SRP prize books (FOL sponsored)
DoCo Procurement/KM	3/13/2017	55.91			Saturday Cinema 2/4/17 (FOL)
DoCo Procurement/MP	3/13/2017	57.29			TAB Mtg \$41.29; Make & Take Valentines \$16 (FOL)
School Outfitters	2/28/2017			380.94	Lobby Renovation (Malkmus donation)
Demco	3/1/2017			335.40	Lobby Renovation (Malkmus donation)
The Library Store	3/15/2017			702.95	Lobby Renovation (Malkmus donation)
Amazon.com	3/20/2017	30.19			Saturday Cinema (FOL sponsored)
					Grand Total:
<b>TOTALS</b>		<b>3,542.41</b>	<b>4,027.27</b>	<b>7,462.91</b>	<b>\$15,032.59</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$15,032.59</b>

**Douglas County Public Library****Budget Summary**

Fiscal Year 2016-2017

Month End 2/28/2017

% of Fiscal Year

66.6%

**EXPENDITURE ACCOUNTS****Salaries & Wages**

Budgeted	Augments	Current month	Year-to-date	% Used
\$792,494		\$56,742	\$451,357	57%

**Benefits**

Budgeted	Augments	Current month	Year-to-date	% Used
\$388,232		\$27,716	\$205,188	53%

**Services & Supplies**

Budgeted	Amend-ments	Current	Encumber	Year-to-date	% Used
\$339,243	\$136,051	\$21,434	\$20,145	\$215,444	50%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

**Capital Outlay**

\*\*

Budgeted	Amend-ments	Current	Encumber	Year-to-date	Amended Less YTD	% Used
\$0		\$0	\$0	\$0	\$0	0%

**Capital Projects**

234-804-532-000

Budgeted	Amended Budget	Current	Encumber	Year-to-date	Budget less YTD	% Used
\$0	\$48,550	\$0	\$0	\$0	\$0	0%

**\*\* This is a pass-through account. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$5000 or more will pass through this account. As augmentations are done only twice per fiscal year, this account will often show a negative balance.**



# Library Expense Budget Performance Report

Fiscal Year to Date 02/28/17  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 234 - Room Tax										
Department 804 - Library										
EXPENSE										
Salaries & Wages										
510.000	Salaries & Wages	792,494.00	.00	792,494.00	48,620.17	.00	382,039.14	410,454.86	48	365,790.33
510.125	Salaries-Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	37.40
511.171	Holidays	.00	.00	.00	2,753.53	.00	24,960.89	(24,960.89)	+++	21,388.72
511.172	Comp Paid	.00	.00	.00	69.68	.00	1,278.02	(1,278.02)	+++	1,570.87
511.173	Vacation	.00	.00	.00	1,500.09	.00	26,440.36	(26,440.36)	+++	29,595.68
511.174	Sick	.00	.00	.00	3,798.30	.00	16,638.79	(16,638.79)	+++	11,651.34
516.120	Contract Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$792,494.00	\$0.00	\$792,494.00	\$56,741.77	\$0.00	\$451,357.20	\$341,136.80	57%	\$430,034.34
Employee Benefits										
511.180	Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.181	Retirement	215,210.00	.00	215,210.00	15,405.08	.00	119,793.96	95,416.04	56	115,846.60
511.182	Pact Workers Comp	29,163.00	.00	29,163.00	2,079.25	.00	7,454.82	21,708.18	26	13,854.15
511.183	Group Insurance	121,264.00	.00	121,264.00	8,580.26	.00	65,233.29	56,030.71	54	71,567.39
511.184	Unemployment	3,963.00	.00	3,963.00	288.23	.00	2,230.00	1,733.00	56	2,097.35
511.186	Medicare	11,491.00	.00	11,491.00	807.55	.00	6,514.78	4,976.22	57	6,138.01
511.188	Co. Dependent Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.191	Pact Fire/Law Heart/Lung	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.195	Oasdi	1,465.00	.00	1,465.00	39.95	.00	349.40	1,115.60	24	299.09
511.201	PEBS-Reg.Medical	5,676.00	.00	5,676.00	516.00	.00	3,612.00	2,064.00	64	3,784.00
Employee Benefits Totals		\$388,232.00	\$0.00	\$388,232.00	\$27,716.32	\$0.00	\$205,188.25	\$183,043.75	53%	\$213,586.59
Services & Supplies										
520.029	Program Underwriting	4,000.00	2,800.00	6,800.00	87.19	.00	2,409.80	4,390.20	35	4,260.26
520.045	Computer System	55,000.00	.00	55,000.00	263.80	.00	26,769.52	28,230.48	49	15,533.20
520.055	Telephone Expense	4,500.00	.00	4,500.00	441.67	.00	3,159.64	1,340.36	70	3,018.02
520.060	Postage/Po Box Rent	3,200.00	.00	3,200.00	18.47	.00	2,066.88	1,133.12	65	1,694.35
520.064	Travel	6,000.00	.00	6,000.00	8.56	.00	4,398.81	1,601.19	73	4,489.06



# Library Expense Budget Performance Report

Fiscal Year to Date 02/28/17  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
520.072	Advertising	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
520.078	Printing & Binding	100.00	.00	100.00	.00	.00	143.91	(43.91)	144	50.00
520.085	Communications	500.00	.00	500.00	.00	.00	1,614.00	(1,114.00)	323	1,445.75
520.088	Utilities	35,000.00	.00	35,000.00	1,298.82	.00	15,724.04	19,275.96	45	18,791.82
520.097	Maint B&G	2,000.00	.00	2,000.00	.00	.00	1,092.21	907.79	55	916.25
520.098	Janitorial Services	20,000.00	.00	20,000.00	4,028.98	20,144.90	12,324.98	(12,469.88)	162	6,636.80
520.107	Maint Equip	9,000.00	.00	9,000.00	581.41	.00	1,302.42	7,697.58	14	12,654.95
520.110	Veh. Maint-Shop Parts	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.114	Motor Pool Expense	5,650.00	.00	5,650.00	470.83	.00	3,766.64	1,883.36	67	3,222.94
520.136	Rents & Leases Equipment	6,000.00	.00	6,000.00	380.26	.00	2,612.87	3,387.13	44	2,777.43
520.156	Risk Mgmt-Co. Insurance	32,794.00	.00	32,794.00	.00	.00	16,397.00	16,397.00	50	16,932.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	101.25	(101.25)	+++	.00
520.170	Memberships	400.00	.00	400.00	50.00	.00	400.00	.00	100	235.00
520.200	Training & Education	1,500.00	500.00	2,000.00	.00	.00	957.00	1,043.00	48	478.00
520.240	Data Lines	7,000.00	.00	7,000.00	757.17	.00	6,125.47	874.53	88	5,997.38
521.100	Professional Services	100.00	.00	100.00	.00	.00	365.00	(265.00)	365	4,779.64
521.134	Cataloging	23,000.00	.00	23,000.00	1,666.26	.00	11,798.72	11,201.28	51	15,854.49
521.500	Admin & Overhead	.00	.00	.00	.00	.00	.00	.00	+++	.00
530.001	Circulation Supplies	1,000.00	.00	1,000.00	.00	.00	271.89	728.11	27	3,339.99
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	105,299.00	57,733.00	163,032.00	10,704.99	.00	95,105.01	67,926.99	58	144,216.91
532.057	Processing Materials	4,000.00	.00	4,000.00	487.86	.00	3,170.05	829.95	79	6,333.24
532.065	Institutional Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	309.80
533.800	Office Supplies	4,000.00	.00	4,000.00	14.95	.00	1,302.67	2,697.33	33	1,227.73
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	1,500.00	.00	1,500.00	.00	.00	76.34	1,423.66	5	8,315.33
533.813	Office Products Program	4,000.00	.00	4,000.00	172.48	.00	1,987.50	2,012.50	50	3,232.96
533.817	Small Projects	3,000.00	70,000.00	73,000.00	.00	.00	.00	73,000.00	0	.00
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	5,018.00	5,018.00	.00	.00	.00	5,018.00	0	1,758.00
Services & Supplies Totals		\$339,243.00	\$136,051.00	\$475,294.00	\$21,433.70	\$20,144.90	\$215,443.62	\$239,705.48	50%	\$288,501.30

# Library Expense Budget Performance Report

Fiscal Year to Date 02/28/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<i>Capital Outlay/Projects</i>										
560.010	Capital Outlay- Grants	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.000	Capital Projects	.00	48,550.00	48,550.00	.00	.00	.00	48,550.00	0	.00
562.200	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.500	Infrastructure	.00	.00	.00	.00	.00	.00	.00	+++	.00
563.300	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$48,550.00	\$48,550.00	\$0.00	\$0.00	\$0.00	\$48,550.00	0%	\$0.00
EXPENSE TOTALS		\$1,519,969.00	\$184,601.00	\$1,704,570.00	\$105,891.79	\$20,144.90	\$871,989.07	\$812,436.03	52%	\$932,122.23
Department 804 - Library Totals		(\$1,519,969.00)	(\$184,601.00)	(\$1,704,570.00)	(\$105,891.79)	(\$20,144.90)	(\$871,989.07)	(\$812,436.03)	52%	(\$932,122.23)
Fund 234 - Room Tax Totals		\$1,519,969.00	\$184,601.00	\$1,704,570.00	\$105,891.79	\$20,144.90	\$871,989.07	\$812,436.03		\$932,122.23
Grand Totals		\$1,519,969.00	\$184,601.00	\$1,704,570.00	\$105,891.79	\$20,144.90	\$871,989.07	\$812,436.03		\$932,122.23



# Gift Fund Budget Performance Report

Fiscal Year to Date 02/28/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 235 - Library Gift Fund</b>										
Department <b>800 - Library Gift Fund</b>										
EXPENSE										
Services & Supplies										
520.029	Program Underwriting	.00	.00	.00	.00	.00	.00	.00	+++	19.42
532.054	Library Materials	.00	.00	.00	.00	.00	57.57	(57.57)	+++	.00
532.061	Library Gift Fund	.00	84,068.00	84,068.00	314.43	.00	27,023.06	57,044.94	32	8,111.53
<i>Services &amp; Supplies Totals</i>		\$0.00	\$84,068.00	\$84,068.00	\$314.43	\$0.00	\$27,080.63	\$56,987.37	32%	\$8,130.95
<b>EXPENSE TOTALS</b>		\$0.00	\$84,068.00	\$84,068.00	\$314.43	\$0.00	\$27,080.63	\$56,987.37	32%	\$8,130.95
Department <b>800 - Library Gift Fund Totals</b>		\$0.00	(\$84,068.00)	(\$84,068.00)	(\$314.43)	\$0.00	(\$27,080.63)	(\$56,987.37)	32%	(\$8,130.95)
Fund 235 - Library Gift Fund Totals		\$0.00	\$84,068.00	\$84,068.00	\$314.43	\$0.00	\$27,080.63	\$56,987.37		\$8,130.95
<b>Grand Totals</b>		\$0.00	\$84,068.00	\$84,068.00	\$314.43	\$0.00	\$27,080.63	\$56,987.37		\$8,130.95

# Gift Fund Trial Balance Listing

Through 02/28/17

Detail Listing

Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 235 - Library Gift Fund						
	<i>Current Assets</i>					
101.000	Cash	68,293.04	26,537.42	12,576.35	82,254.11	83,550.74
101.090	Investment-FMV Adjust	150.40	.00	.00	150.40	(29.92)
104.000	Cash on Hand-Deposits in Transit	48.10	.00	48.10	.00	.00
112.000	Revenue Receivable	.00	48.10	48.10	.00	.00
121.100	Interest Receivable	83.46	.00	13.88	69.58	69.58
155.000	Prepaid Expense	15,753.00	.00	15,753.00	.00	.00
	<i>Current Assets Totals</i>	\$84,328.00	\$26,585.52	\$28,439.43	\$82,474.09	\$83,590.40
	<i>Current Liabilities</i>					
202.000	Accounts Payable	(258.72)	7,694.35	7,435.63	.00	.00
	<i>Current Liabilities Totals</i>	(\$258.72)	\$7,694.35	\$7,435.63	\$0.00	\$0.00
	<i>Other Liabilities</i>					
227.307	Def/Donations Library	.00	.00	.00	.00	(36,175.11)
	<i>Other Liabilities Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	(\$36,175.11)
	<i>Fund Balance</i>					
253.000	Fund Balance	(37,280.90)	.00	.00	(37,280.90)	(37,280.90)
	<i>Fund Balance Totals</i>	(\$37,280.90)	\$0.00	\$0.00	(\$37,280.90)	(\$37,280.90)

# Gift Fund Income Statement

Through 02/28/17

Detail Listing

Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Category	Governmental Funds						
Fund Type	Governmental-Spec Revenue						
Fund	235 - Library Gift Fund						
	REVENUE						
	Department 000 - Revenue						
	Interest Revenue						
361.211	Invest. Earnings-LGIP	.00	37.12	108.50	(108.50)	+++	8.42
361.212	Invest. Earnings-BNY Mellon	.00	3.13	32.39	(32.39)	+++	76.38
	<i>Interest Revenue Totals</i>	\$0.00	\$40.25	\$140.89	(\$140.89)	+++	\$84.80
	Miscellaneous Revenue						
367.102	Donations	.00	574.45	25,344.55	(25,344.55)	+++	18,180.54
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$574.45	\$25,344.55	(\$25,344.55)	+++	\$18,180.54
	Beg. Fund Bal./Reserves						
301.000	Opening Fund Balance	84,068.00	.00	.00	84,068.00	0	.00
	<i>Beg. Fund Bal./Reserves Totals</i>	\$84,068.00	\$0.00	\$0.00	\$84,068.00	0%	\$0.00
	Department 000 - Revenue Totals	\$84,068.00	\$614.70	\$25,485.44	\$58,582.56	30%	\$18,265.34
	REVENUE TOTALS	\$84,068.00	\$614.70	\$25,485.44	\$58,582.56	30%	\$18,265.34
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
520.029	Program Underwriting	.00	.00	.00	.00	+++	19.42
532.054	Library Materials	.00	.00	57.57	(57.57)	+++	.00
532.061	Library Gift Fund	84,068.00	314.43	27,023.06	57,044.94	32	8,111.53
	<i>Services &amp; Supplies Totals</i>	\$84,068.00	\$314.43	\$27,080.63	\$56,987.37	32%	\$8,130.95
	Department 800 - Library Gift Fund Totals	\$84,068.00	\$314.43	\$27,080.63	\$56,987.37	32%	\$8,130.95
	EXPENSE TOTALS	\$84,068.00	\$314.43	\$27,080.63	\$56,987.37	32%	\$8,130.95
	Grand Totals						
	REVENUE TOTALS	84,068.00	614.70	25,485.44	58,582.56	30%	18,265.34
	EXPENSE TOTALS	84,068.00	314.43	27,080.63	56,987.37	32%	8,130.95
	Grand Total Net Gain (Loss)	\$0.00	\$300.27	(\$1,595.19)	(\$1,595.19)	+++	\$10,134.39

**Kathy Munson**

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**From:** Heather Frueh  
**Sent:** Wednesday, March 01, 2017 12:20 PM  
**To:** Heather Frueh  
**Subject:** PSA Jigsaw Puzzle Challenge at the Zephyr Cove Library

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

233 Warrior Way  
Zephyr Cove, NV 89448

Douglas County Public Library

# Press Release

## **Jigsaw Puzzle Challenge**

Relax in the peace and quiet of the Zephyr Cove Library, and help complete a giant 3,000 piece puzzle. A puzzle table will be set up in the library on Saturday, March 11 from 9:00 a.m. to 5:00 p.m. Stop by to put in a few pieces or settle in for a long session of this soothing activity. The Jigsaw Puzzle Challenge is sponsored by the Friends of the Douglas County Public Library.

The Zephyr Cove Library is located at 233 Warrior Way in Zephyr Cove, Nevada. Connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-588-6411.

Heather Frueh  
Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Kathy Munson**

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**From:** Heather Frueh  
**Sent:** Wednesday, March 01, 2017 6:00 PM  
**To:** Heather Frueh  
**Subject:** PSA In-N-Out Burger Cover to Cover Reading Program

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **Cover to Cover Reading Program**

The Douglas County Public Library is participating in the In-N-Out Burger® Cover to Cover Reading Program starting March 4 and continuing through April 15. Children ages four to twelve are eligible to earn a certificate for a free cheeseburger or hamburger for every five books they read. Each child may earn up to three certificates. Sign up for the program at the Minden or Zephyr Cove Library to receive a reading log.

The Minden Library is located at 1625 Library Lane. The Zephyr Cove Library is located at 233 Warrior Way. Connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-782-9841.

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Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Kathy Munson**

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**From:** Heather Frueh  
**Sent:** Tuesday, March 07, 2017 1:42 PM  
**To:** Heather Frueh  
**Subject:** PSA St. Patrick's Day Crafts and Games at the Library

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

233 Warrior Way  
Zephyr Cove, NV 89448

Douglas County Public Library

# Press Release

## **St. Patrick's Day Crafts and Games**

The Zephyr Cove Branch of the Douglas County Public Library will be having a St. Patrick's Day Crafts and Games program on Friday, March 17 from 3:30 to 4:30 p.m. Children will make shamrock and leprechaun themed crafts and choose their very own magical leprechaun name. Who knows? With enough leprechauns meandering about, a pot o' gold may appear in the library.

The Zephyr Cove Library is located at 233 Warrior Way in Zephyr Cove, Nevada. Connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-588-6411.

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[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Kathy Munson**

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**From:** Heather Frueh  
**Sent:** Wednesday, March 08, 2017 11:54 AM  
**To:** Heather Frueh  
**Subject:** PSA April is for Poetry Contest

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **April is for Poetry Contest**

In honor of National Poetry Month and National Library Week, the Douglas County Public Library will be hosting a poetry contest for middle schoolers, ages 11-14, and high schoolers, ages 14-18. Students can drop off their poems between April 1 and April 10 at either the Minden or Zephyr Cove Library. The theme of the contest is "Building Dreams." Poems may be written in rhyme or freestyle verse and should not exceed two pages in length. First, second, and third place awards will be given in each age group. Winners will be announced on April 11.

The Minden Library is located at 1625 Library Lane. The Zephyr Cove Library is located at 233 Warrior Way. For more information, connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-782-9841.

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[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Kathy Munson**

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**From:** Heather Frueh  
**Sent:** Saturday, March 11, 2017 9:08 AM  
**To:** Heather Frueh  
**Subject:** PSA Library Game Day

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

233 Warrior Way  
Zephyr Cove, NV 89448

Douglas County Public Library

# Press Release

## **Library Game Day**

The Zephyr Cove Library will be hosting a Library Game Day on the third Saturday of every month. Play a variety of board and card games provided by the library, or bring your own collection of table top games to challenge other participants. The first Game Day is Saturday, March 18. The meeting room will be set up with multiple gaming tables from 10:00 a.m. to 4:00 p.m. Library Game Day is sponsored by the Friends of the Douglas County Public Library.

The Zephyr Cove Library is located at 233 Warrior Way in Zephyr Cove, Nevada. Connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-588-6411.

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[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)



**Kathy Munson**

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**From:** Heather Frueh  
**Sent:** Wednesday, March 15, 2017 11:25 AM  
**To:** Heather Frueh  
**Subject:** PSA Alice in Wonderland Tea Party at the Zephyr Cove Library

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

233 Warrior Way  
Zephyr Cove, Nevada 89448

Douglas County Public Library

## Press Release

### **Alice in Wonderland Tea Party at the Zephyr Cove Library**

Don't be late for tea! The Zephyr Cove Library will be having an Alice in Wonderland Tea Party. Enjoy tea and cookies with Alice and the Mad Hatter on Saturday, April 15 from 2:00 to 4:00 p.m. All children ages four to ten are invited. This program is sponsored by the Friends of the Douglas County Public Library.

The Zephyr Cove Library is located at 233 Warrior Way. Connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-588-6411.

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[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Kathy Munson**

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**From:** Heather Frueh  
**Sent:** Tuesday, March 21, 2017 9:51 AM  
**To:** Heather Frueh  
**Subject:** PSA First Saturday Family Movie - Alice in Wonderland

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

## Press Release

### **First Saturday of the Month Family Movie – “Alice in Wonderland”**

The Douglas County Public Library is hosting another First Saturday of the Month Family Movie. The live action movie, “Alice in Wonderland” (rated PG), will be shown on Saturday, April 1 at 2:00 p.m. in the Minden Library meeting room. The movie and popcorn are free. First Saturday Family Movies are sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-782-9841.

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Library Technician  
Douglas County Public Library  
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RECORD COURIER  
(DATE UNKN.)

## Volunteers translate into \$4.3 million in work

**T**he 29 organization and business members of Active Volunteers in Douglas recorded more than 183,101 hours of service in 2016. The Independent Sector, which annually values volunteer time nationwide, sets the hourly value for 2016 at \$23.50. That translates into over \$4,302,873 of value for our county. Yes, that's over four million dollars in value. \$705,353 of that total was accrued by Sheriff's Posse, Search and Rescue, Citizen's Patrol and exercise training for those with nerve damage carried out by deputies. Workforce Employment and Development, Public Library, Senior Center and Parks and Recreation volunteers claim \$909,775 of that total value. The Douglas County Court system operates with three groups of volunteers whose donated time equals \$63,144; these are CASA, SAFE, and Victim Impact Panels of Douglas County. That's \$1,67,827 we don't have to pay in taxes.

The other AVID organizations that serve our citizens are Carson Valley Arts Council, Carson Valley Community Theatre, Carson Valley Medical Center, Carson Valley Food Closet, Douglas Animal Welfare Group (DAWG), Douglas County Backpack Buddies,

**Deanna Kojder &  
Mary Ellen Conaway**  
*Guest Column*

Douglas County Community Emergency Response Team, Douglas County Historical Society, Douglas County School District, ESL In-Home Program of Northern Nevada, Family Support Council, Kids and Horses, Main Street Gardnerville, Main Street Minden, Minden-Tahoe Airport, Partnership of Community Resources, Suicide Prevention Network, Tahoe Youth and Family Services, Welcome All Veterans Everywhere (WAVE) and Young at Heart (YAH).

Volunteering also benefits the volunteer, "providing long term bonds which have a causal role in long term health and well-being," according to a thirty year Harvard University study. AVID provides a great avenue for every citizen in Douglas County to create long-term bonds and healthy life style. Volunteer options range from sitting and taking or making phone calls to lifting boxes and delivering food, depending on an individual's physical situation. Every organization listed here has criteria for each of its volunteer positions and will work to fit individual volunteers into the needs of the

organization or recommend an opening at another organization. All organizations provide training and supervision. Most all organizations and businesses that use volunteers also require vetting through the Sheriff's Department which is a rather simple procedure but assures the safety of all involved.

Every organization listed above needs more volunteers. People interested in joining the Douglas County volunteer corps can find details of each organization and their needs at [www.douglasvolunteers.org](http://www.douglasvolunteers.org). Team work and leadership roles are available. Victim Impact Panel of Douglas County seeks a new coordinator. Main Street Gardnerville seeks a new director. Food Closet will be running a capital campaign soon and needs volunteers. Boys and Girls Club of Northern Nevada needs its own building so it can engage volunteers. AVID needs a Vice Chair for 2017 and will be seeking nominations for a full slate of officers in November of this year.

Both Court Appointed Special Advocates (CASA), for youth, and Special Advocates for Elderly (SAFE) need more volunteers. Individuals who like kids can step in at Kids and Horses, Family Support Council, Partnership of Community Resources, and Tahoe

Youth and Family Services, all of which always need mentors. WAVE needs drivers to take veterans to medical appointments and shopping and assist with day-to-day activities. Both Suicide Prevention Network and Family Support Council need crisis line helpers. Minden-Tahoe Airport needs over 300 volunteers for the October Air Show (go to [www.aviationroundup.com](http://www.aviationroundup.com)). Every organization has both one-time opportunities and regular volunteer assignments, from one hour for an event to a weekly commitment.

The rest of our year will be full of activities by AVID organizations. The volunteers who engage in this community save us tax money and make our community a much better place to be. All of the organizations and volunteers deeply thank the businesses that continue to provide raffle prizes and other support, purchase tickets to fundraisers, and support the annual AVID volunteer picnic held this year on October 1. Volunteerism is known to promote individual longevity so stay engaged, find purpose and increase your social ties through volunteering.

*Deanna Kojder, AVID  
Chairwoman and AVID Secretary  
MaryEllen Conaway*

N/A 2/3

## Citizenship class offered at library

By Teri Vance  
For the Nevada Appeal

Over the past seven years, Ronald Roberts has helped more than 200 immigrants become U.S. citizens through the class he offers at the Carson City Library.

"I retired about 20 years ago and had a lot of free time," he said. "I decided to do something, and this is what I did."

He began volunteering with the English-as-a-Second-Language In-Home Program of Northern Nevada, helping non-native speakers become fluent in the English language.

When founder Florence Phillips asked him to teach a citizenship class, he readily agreed.

"I started out teaching a couple of people on a one-on-one basis in their homes," he said.

It has now grown to three, 12-week classes every year, where he teaches anywhere from two to 30 students in each session.

The next course will begin Feb. 4 and runs 2-4 p.m. for the following 12 Saturdays.

"My students are very interested in becoming citizens of the United States," Roberts said. "They want to do it the right way. They're doing it the legal way."

During the free course, students learn American and Nevada history, politics, geography and civics.

"We cover everything they need to pass the citizenship exam and the interview," Roberts said. "If they put in the time, they will always succeed."

He gives two practice tests and conducts a mock interview to prepare students. He also helps students fill out the 21-page application.

While the class is offered at no cost, the application for citizenship costs \$680.

"They put in a lot of effort, not to mention the financial burden," he said.

He said a majority of students come to the class after participating in the ESL program.

"Many will start taking the English-language courses," Roberts said. "When they feel confident in with their speaking ability, they might come to my class."

### IF YOU GO

**What:** Citizenship class

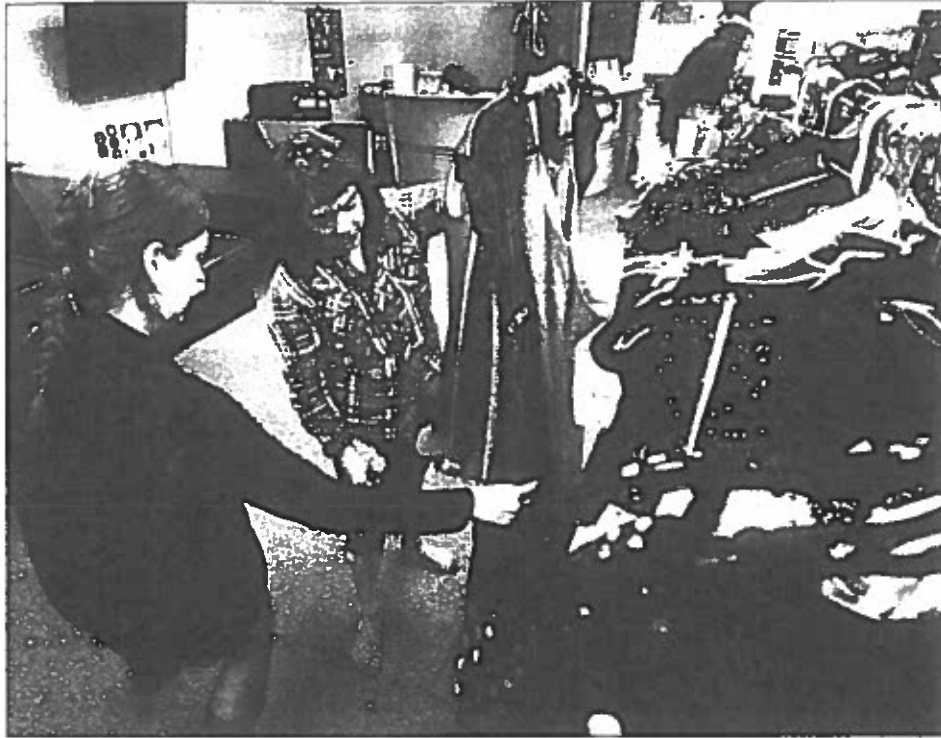
**When:** 2-4 p.m. Saturdays  
Feb. 4-April 22

**Where:** Digitarium of the Carson City Library, 900 N. Roop St.

**Information:** Call Florence Phillips of the ESL In-Home program at 775-888-2021

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## PROM-ISING AFFAIR



CATHLEEN ALLISON/NEVADA PHOTO SOURCE

**Creative Learning Manager Natalie Wood, left, helps Cristina Saenz, 18, select a dress as part of the Prom Dress Drive at the Carson City Library on Friday. The donated gowns are free to local teens on a first-come, first-served basis. The final try-on session will be today from 1-4 p.m. at the library. For information, call 775-887-2244.**





BRAD COMAN/NEVADA APPEAL PHOTOS

# A tale wagger

Children read to dogs in library program

By Molly Moser  
mmoser@nevadaappeal.com

Tilting his head and ears perked up, it seemed like Moose — a chocolate Labrador — was quite intrigued with the book, “There Were 10 in Bed,” read by 2-year-old Shaughnessy.

Either the plot of the story was just as great as a bacon-flavored bone, or the sound of a friendly voice was exciting.

But most importantly, the fact Moose lent an ear to a child helped boost confidence in reading out loud.

“The dogs can be lively and playful, but they know their jobs,” said longtime volunteer Kathy Flaherty. She’s training her sheepdog, Orla, to



Shaughnessy Fernandez, 2, reads (with the help of her mom Roxanne) to chocolate lab ‘Moose’ Saturday at the Carson City Library. ABOVE: 2-year-old Shaughnessy Fernandez gives 5-year-old doberman pinscher ‘Lucy’ some love Saturday morning at the Carson City Library.

LIBRARY, A3

## LIBRARY

From page A1

become a therapy dog.

The Carson City Library's Tale and Wags Therapy Dogs do more than provide company for pups; children also are enhancing communication and reading skills for an hour, with an attentive audience. The event occurs every other Saturday each month. Participants even receive a free book at the end of every event.

For Moose and Shaughnessy, it was their first time participating in the program.

"This worked out well for her," said Roxanne Fernandez, Sbaughnessy's mother. "We plan to come more often."

But for most of the dogs that were at the library Saturday, it was another day doing their job of brightening one's day.

"The dogs help relieve peer pressure," said Rob Felicetta, also a volunteer with his golden retriever, Pella. "It helps children develop a love for reading."

Reading to pets and animals, such as dogs, is a rising popular technique among libraries and school

**“ Dogs do something amazing to people. It's amazing how their presence can change the mindset of a child.”**

**Rob Felicetta**  
Volunteer

programs internationally. The trend began when the first program debuted in the United Kingdom in 1999, by the Reading Education Assistance Dogs (READ) program.

Although there aren't many studies conducted on the technique, children have shown improvement in literacy skills and motivation to read after reading aloud to a dog, according to a report by the Public Library of Science.

The presence of dogs reduces blood pressure and improves behavioral processes in children while reading aloud.

"The dogs are the attraction," Flaherty said. "It's a great way to get kids off of the computer."

Some of the volunteer dogs have experience in other therapeutic programs, such as visiting local senior homes and greeting people at the Reno-Tahoe International Airport.

Caren Kipler and her Doberman, Lucy, often volunteer at the airport, the Carson City Library, and the First Presbyterian Church on West Musser Street.

"One of the reasons I started getting involved is because some breeds, like Dobermans, are discriminated against," she said. "I want to change that perception."

The number of children who attend Tale and Wags fluctuates and it will end for the year once summer approaches. Flaherty said

this is because not many children tend to come to the library during school break, which is why it's only a winter event.

But as far as volunteer opportunities go, anyone can do it. However, registering your dog with Therapy Dogs Inc., is required, by visiting [therapydogs.com](http://therapydogs.com).

It's a patient process to train a dog but many of the volunteers said it's worth it in the long run.

"Dogs do something amazing to people," Felicetta said. "It's amazing how their presence can change the mindset of a child."

"It's a win-win for dogs and people," Flaherty said.

The next Tale and Wags Therapy session is at 11 a.m. March 18 at the Carson City Library, 900 North Roop St.

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## SMALL BLESSINGS

Nevada Appeal 3/19/17



COURTESY

Nevada Secretary of State Barbara Cegavske reads to a group of children at Small Blessings Christian Preschool in Carson City on Monday. Her visit was one of many stops she made around the state to celebrate Nevada Reading Week. She is joined by Wayne Thorley, Deputy Secretary of State for Elections and his 4-year-old daughter Kenzie.



## Kathy Munson

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**From:** Mary Wood  
**Sent:** Wednesday, March 01, 2017 12:41 PM  
**To:** Amy Dodson; Kathy Munson; Linda Wilson  
**Subject:** FW: Public FAX24 for Douglas County Public Library

FYI

Mary

**From:** PublicFax Server A (GM2) [<mailto:a2server@faxvend.com>]  
**Sent:** Wednesday, March 01, 2017 12:42 AM  
**To:** Mary Wood <[mwood@douglas.lib.nv.us](mailto:mwood@douglas.lib.nv.us)>  
**Subject:** Public FAX24 for Douglas County Public Library

ACTIVITY REPORT FROM: 02/01/2017 TO: 02/28/2017	
Location ID:	0582
Location:	Douglas County Public Library
Prepaid Fax Cards Transactions:	1
Credit/Debit Card Fax Transactions:	18
Credit Card Sales:	\$71.93
Commissions:	\$1.10